Community Relations

Communication with the Public 1100
Communication with the Public
Board of Education Meetings
Availability of Official Documents
Administrative Regulations on Availability of Official Documents
Printed Material to Students to take Home
Web Site and Home Page Development
Administrative Regulations on Web Site and Home Page Development
Responsibilities of School Personnel
Participation by the Public 1200
Parent Staff Organizations
School Volunteers / Resource Persons
Citizens Advisory Committee
Transportation Safety Advisors
Citizens Family Life Education Committee
Citizens Assistance to School Personnel
Family Involvement
Title 1 Family Involvement
Visits to the Schools
Administrative Regulations on Visits to the Schools
Activities Involving the Public and School Personnel 1300
Complaints
Gifts
Activities Involving Relation Between Public & Students 1400
Directory Information
Relocation Notice
Administrative Regulations on Relocation Notice
Public Performances by Students
Television and Radio Broadcasts
Contests for Students
Soliciting Funds from Students
Surveys of Students
Use of School Facilities 1500

Community use of School Facilities
Eligibility
Community Schools
Alcoholic Beverage Consumption
Community Resources

Community Relations

COMMUNICATION WITH THE PUBLIC 1100

The Board of Education and the administration of the Fairfield Public Schools will use as many channels of communication as possible to explain the purpose, policies, programs, and problems of the school district to all segments of the town population.

The Chairman of the Board shall be the official spokesperson for the Board and unless the Board shall otherwise direct, shall make or authorize all announcements concerning Board policy or action.

Legal Reference: Connecticut General Statutes
1-13 through 1-21k Public records and meetings
10-220 Duties of boards of education

Approved 8/27/04

Community Relations

Communication With the Public

BOARD OF EDUCATION MEETINGS 1120

In compliance with Federal and State Law, all Board of Education meetings are public meetings and every effort shall be made to encourage citizens to attend.

When matters of personnel, litigation, negotiations, security, and/or real estate are to be discussed, the Board may recess to Executive Session.

Copies of the agenda and non-confidential enclosures for all Board meetings will be made available for public inspection in all the public libraries in the Town of Fairfield. Agenda and enclosures also will be displayed at all meetings of the Board.

The Board upon the recommendation of the Superintendent will make all appointments of citizens and staff members to advisory committees. The Board encourages representation from all appropriate Town bodies.

Legal Reference: Connecticut General Statutes
1-225 Meetings of government agencies to be public
1-226 Broadcasting or photographing meetings
19a-342 Smoking in public meetings in rooms of public building prohibited
1-227 Mailing of notice of meetings to persons filing written request. Fees
1-230 Regular meetings to be held pursuant to regulation, ordinance, or resolution
1-232 Conduct of meetings
1-206 Denial of access to public records or meetings
10-238 Petition for hearing by board of education

Approved 8/27/04

Community Relations

Communication With the Public

AVAILABILITY OF OFFICIAL DOCUMENTS 1130

In making school records available to the public, the Board of Education will comply with the Freedom of Information Act as stated in Section 1-19 and following of the Connecticut General Statutes.

Approved 8/27/04

Community Relations

Communication With the Public

ADMINISTRATIVE REGULATIONS ON AVAILABILITY OF OFFICIAL DOCUMENTS 1130AR

Records will be accessible according to provisions of the Freedom of Information Act and Section 1-19 and following of the Connecticut General Statutes.

Requests for disclosure must be in writing to the Office of the Superintendent of Schools.

The fee for producing copies of requested documents will be $0.50 per page or each copy. The fee for providing data in electronic form shall be computed in accordance with Section 1-15 of the Connecticut General Statutes.

When an outside copying service is used to produce documents, the fee shall be equal to the fee charged by the copying service to produce the document provided, however, the fee for copying material other than computer-stored records shall not exceed $0.50 per standard page.

Printed information will be issued in the form it is maintained and will not be specifically formatted, juxtaposed, extracted, condensed, expanded, combined, or refined to satisfy a Freedom of Information request.

With respect to computer-stored records, other costs may be charged for labor or services necessary to fulfill the request for information as allowed by Section 1-15(b) of the Connecticut General Statutes.

Fees shall be waived in situations meeting the requirements of Section 1-15(d) of the Connecticut General Statutes (e.g., where person requesting the records is indigent).

Prepayment of any fee estimated to be $10 or more shall be required.

8/27/04

Community Relations

Communication With the Public

PRINTED MATERIAL TO STUDENTS TO TAKE HOME 1140

The building administrator has the responsibility to review and approve or disapprove printed material proposed for distribution to students to take home if the material pertains only to that single site. The Superintendent will designate a district-level staff member to review and approve or disapprove printed material proposed for distribution to students to take home if the material is intended for more than one (1) site.

Printed material distributed to students to take home shall involve only activities or opportunities provided or sponsored by a non-profit / not-for-profit entity, organization, or governmental agency. The name of the non-profit / not-for-profit organization or governmental agency must be clearly stated on the printed material along with the organizations or agency's telephone number for inquiries. All material to be taken home by students shall extend the curriculum of the Fairfield Public Schools or broaden the cultural life of students.

The reproduction of approved material(s) is the responsibility of the sponsoring group.

Commercial material, advertisements, or material generated by an individual that is not sponsored by a non-profit / not-for-profit entity, organization, or governmental agency shall not be distributed via the students.

Legal Reference: Connecticut General Statutes 9-369b Explanatory text relating to local questions

CREF 6555

Approved 8/27/04

Community Relations

Communication with the Public

WEB SITE AND HOME PAGE DEVELOPMENT 1145

The Fairfield Board of Education recognizes the value of establishing a World Wide Web presence for the Fairfield Public Schools. Such a site provides for improved communication with parents or guardians and residents of Fairfield and with others who are interested in obtaining general information about our schools, curriculum and programs of study, policies and procedures, school events, and the like. However, the Board also recognizes that the information provided on this site must be responsibly developed, as are other school publications. Therefore, all information or material posted on the school district web site must be professional and ethical, and must meet the standards required of other school district publications. The content of a page must be approved by school district administration and will also be subject to a technical review to ensure that the author(s) have complied with electronic publishing standards. All pages must conform to Board policies and administrative regulations regarding acceptable use, instructional resources, and collection development, and should be displayable and readable with standard web browser software.

All World Wide Web information directly related to the Fairfield Public Schools, its schools, its departments, and its programs will be stored on and served to the web utilizing the district approved Internet provider service and/or designated HTTP server.

The administration will develop administrative regulations to carry out this policy.

Legal Reference: Connecticut General Statutes
1-19(b)(11) Access to public records. Exempt records
10-15b Access of parent or guardian to student's records
10-209 Records not to be public
11-8a Retention, destruction, and transfer of documents
11-8b Transfer or disposal of public records. State library board to adopt regulations
46b-56(e) Access to records of minors

Connecticut Public Records Administration Schedule V- Disposition of Education Records revised 1983
Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93-568, codified at 20 USC 1232g)

Community Relations

Communication With the Public

WEB SITE AND HOME PAGE DEVELOPMENT (continued) 1145

Legal Reference: Dept of Education 34 CFR part 99 (May 9, 1980 45 FR 30802) (continued) regs implementing FERPA enacted as part of 438 of General Education Provisions Act (20 USC 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96
PL 94-553, The Copyright Act of 1976, 17 USC 101 et seq.

CREF 6416

Approved 8/27/04

Community Relations

Communication With the Public

ADMINISTRATIVE REGULATIONS ON
WEB SITE AND HOME PAGE DEVELOPMENT 1145AR

The Fairfield Public Schools invite all staff to utilize the power of the district's web site to further their instructional and communication goals. The following regulations are necessary and prudent for the smooth functioning of the district's web site.

Security

- Ownership of all files created in the scope of one's employment shall remain with the

Fairfield Public Schools.

- The administration may modify or remove any page in which the content does not conform to the district's publication, instructional resources, collection development, and acceptable use policies and practices.
- The district will not host any personal pages (pages with no district curriculum or communication connection) for either staff or students, nor will the district provide links to such pages.
- No information about students may be posted which does not conform to the Federal Family Education Rights and Privacy Act of 1974. Users will not post personal contact information about themselves or other people. Personal contact information includes, but is not limited to, home address, telephone, school address, and work address.
- Original student work that is posted will be accompanied by language assuring that the student or his family is the copyright holder.
- Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.
- The web is a complex entity and while every care is taken to maintain its function and availability, no warranty either express or implied, can be made that it will be error-free or without defect. The district is not responsible for any damage users may suffer including, but not limited to, loss of data. The district will not be responsible for the financial obligations or other losses arising through the unauthorized or intentional misuse of the system.

Authorization, Verification, and Review

- All potential authors must read and sign the *Fairfield Public Schools Web Site Compliance Form* before access for posting will be granted.
- The web site has a limited educational purpose. The term "educational purpose" includes use of the site for classroom activities, professional or career development, and limited high-quality personal research. Content must reflect curriculum or district-related communication objectives.
- All authors or their designee must conduct a periodic review of pages for the purpose of making any updates or changes to information.

Community Relations

Communication With the Public

ADMINISTRATIVE REGULATIONS ON
WEB SITE AND HOME PAGE DEVELOPMENT (continued) 1145AR

Authorization, Verification, and Review (continued)

- Links, allowed only for educational use, are the responsibility of the author and must be reviewed periodically for accuracy and suitability.
- Pages containing links to web pages outside of the Fairfield Public Schools web site must include the following disclaimer: "The Fairfield Public Schools is not responsible for any information or content provided by web sites beyond this site."
- If it is determined that the content of a linked site is no longer appropriate according to Fairfield Public Schools criteria, it may be requested to be removed or removed without notice.
- An administrator may designate a "webmaster" to manage a department, school, or program page.
- Each individual who posts material on the web is responsible for its accuracy and timeliness.
- No copyrighted material may be posted to any page without the specific permission of the copyright holder. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
- All pages are prohibited from containing:
    a. advertising material promoting the sale of commercial or noncommercial products or services (pages created on commercial sites, e.g., schoolnotes.com, angelfire.com, where the advertisements are not within the staff member's control are exempt from this prohibition);
    b. advertising on behalf of candidates for public office;
    c. classified ads;
    d. request for volunteers or services by non-profit or for-profit groups or request for donations of money, materials, or services by the same (exception: educational or district-related information); and/or
    e. editorial comments of any kind.

Community Relations

Communication With the Public

ADMINISTRATIVE REGULATIONS ON
WEB SITE AND HOME PAGE DEVELOPMENT (continued) 1145AR

Publishing Student Images

- Schools will *print a general written announcement* at the beginning of the year in a communication to all parents or guardians (such as a newsletter) announcing:

  a. the routine videotaping or photographing of school concerts, assemblies, etc;
  b. these images are routinely displayed or shown in a variety of settings including, but not limited to, meetings, publications, and the school's web site; and
  c. student names are not connected with their images.

  Parents or guardians who do not want their child videotaped or photographed and those images displayed in the circumstances described are asked to contact the school principal.

- If videotaping, audio taping, or photography is planned for a more specific school setting (e.g., a classroom) a written announcement of the planned activity incorporating *both that activity and any potential future activities of a similar nature* will be sent to the parent or guardian. For example, a letter could state the following:

  During the week of October ____, _____, the students and I will be videotaping their presentations of essential questions they have developed and research they have conducted on life in the rain forest. Students will use these videos to conduct a self-evaluation of their performance.

  This is the first time this year I will be using videotape, audiotape, or photography in my class. However, from the date of this activity forward I will be utilizing these media in a variety of instructional activities within this class during the remainder of the year. The images are routinely displayed in a variety of settings including, but not limited to, meetings, publications, and the school's web site. Student names are not connected with their images. *If you do not permit your child to have his or her image recorded and displayed please let me know, in writing, and I will honor your wishes during this project and for the remainder of the year*.

  I look forward to the beneficial use of videotape in evaluating our upcoming presentations and hope you will let your child participate.

- In certain circumstances, it may be desirable to display a student's image in a publication or on the school's web site with his name, such as when an award is given. Publishing a student's image with his name requires **express written permission** from the parent or guardian.

Community Relations

Communication With the Public

ADMINISTRATIVE REGULATIONS ON
WEB SITE AND HOME PAGE DEVELOPMENT (continued) 1145AR

Publishing Student Images (continued)

- This provision of seeking prior permission does not apply to school yearbooks, school newspapers, or images published by the working press. However, if a parent or guardian has a concern about the publication of a student's image in those settings, that concern should be brought to the school principal.

Publishing Student Names

- Recognizing a student's accomplishments through appropriate publicity shares the good news of a student's achievement and can build or reinforce his positive self-image. This publicity often takes the form of publishing student names on building bulletin boards, in newsletters, and increasingly, on classroom and school web pages.

The following guidelines cover the most common circumstances under which students' names may be published:

a. Full names may be printed or posted alone or in lists for performances, memberships, awards, accomplishments, and other similar circumstances as long as there is no correlation with an accompanying student picture without prior permission.
b. When original student work is printed or posted without an accompanying student picture, a student's first name and, if necessary for clarification, grade designation may be cited (e.g., Kathy, grade 7A; John, grade 4E) with prior notification (school general written announcement).
c. If it is deemed desirable to display a student's image, his name may not be associated with that picture without **express written permission** from the parent or guardian.

CREF 6416AR

8/27/04

Community Relations

Communication With the Public

RESPONSIBILITIES OF SCHOOL PERSONNEL 1150

It is the responsibility of all administrative personnel to be knowledgeable regarding Board Policy in order to interpret such policies and/or administrative regulations for public understanding of the operation of the schools.

Approved 8/27/04

Community Relations

PARTICIPATION BY THE PUBLIC 1200

PARENT-STAFF ORGANIZATIONS 1210

The Board recognizes and encourages the parent-staff organizations in the schools to be a means whereby the parent or guardian can cooperate with school personnel in the advancement of the educational welfare of the students.

Approved 8/27/04

Community Relations

SCHOOL VOLUNTEERS / RESOURCE PERSONS 1212

The Board of Education encourages the use of volunteers or resource persons to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement.

The Superintendent shall establish procedures for securing and screening volunteers and resource persons. No person who is a "sex offender," as defined by Public Act 98-111, An Act Concerning the Registration of Sexual Offenders, shall be retained as a volunteer. For the purpose of this policy, volunteers are defined as those individuals who volunteer their time to assist in schools while resource persons are those who are not employees but receive compensation in the form of a payment or an honorarium for services rendered (e.g., visiting author).

Legal Reference: Connecticut General Statutes

10-4g Parent and community involvement in schools; model programs; school-based teams

10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damage suits; expenses of litigation.

54-254 Registration of person who has committed a felony for a sexual purpose

Policy adopted:
10/23/07

Community Relations

Participation by the Public

CITIZENS ADVISORY COMMITTEES 1220

In order to maximize community input the Board recognizes the need for appropriate ad hoc citizens advisory committees. The Board will consider the recommendations of these committees

when making decisions.

The Board, upon the recommendation of the Superintendent, will make all appointments of citizens and staff members to advisory committees. The Board encourages representation from all appropriate Town bodies.

Legal Reference: Academic Freedom Policy (adopted by Connecticut State Board of Education 9/9/81)

Approved 8/27/04

Community Relations

Participation by the Public

TRANSPORTATION SAFETY ADVISORS 1224

This working group serves in an advisory capacity to the Board and makes recommendations to the Board of Education relative to school transportation safety.

Approved 8/27/04

Community Relations

Participation by the Public

CITIZENS FAMILY LIFE EDUCATION COMMITTEE 1225

This committee serves in an advisory capacity to the Board and makes recommendations to the Board of Education relative to the K-12 Family Life Education curriculum.

Approved 8/27/04

Community Relations

Participation by the Public

CITIZENS ASSISTANCE TO SCHOOL PERSONNEL 1230

The Board of Education encourages the use of community resources and citizens to assist in furthering the educational program. Use of outside personnel and resources will be consistent with the goals and objectives of the Fairfield Public Schools.

Approved 8/27/04

Community Relations

Participation by the Public

FAMILY INVOLVEMENT 1232

The Fairfield Board of Education recognizes that the partnership between families and the school is crucial to the successful education of children attending the Fairfield Public Schools. This Family Involvement Policy has been written to convey to the parent or guardian of Fairfield's school children that their participation in their child's education is highly valued.

It is the Board's policy that families are welcome in the schools and encouraged to become involved in their child's education. To that end, the Board gives its full support to the following standards:

- Encouraging family participation in their child's education in school and at home.
- Promoting communication between school and home regarding the instructional program and student progress.
- Providing assistance to families in developing parenting skills, which benefit their child at home and increase achievement at school.

- Facilitating family participation in decision-making that affects children.

- Inviting families to participate in the education of children by assuming volunteer support roles at school.

The Board believes that a family's involvement in their child's education must be a high priority and recognizes the importance of staff leadership in setting expectations and creating a climate conducive to family participation. The Board of Education supports the development, implementation, and evaluation of opportunities for family involvement. The goal of increased family involvement and its related improvement in student achievement is a shared responsibility of families, school staff, the school system as a whole, and the community at large.

Legal Reference: Connecticut General Statutes 10-221 Boards of education to prescribe rules, policies, and procedures as amended by PA 97-290

Approved 8/27/04

Community Relations

Participation by the Public

TITLE I PARENT INVOLVEMENT 1235

The Board of Education endorses the parent or guardian involvement goals of Title I and [1] encourages the regular participation by the parent or guardian of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parent or guardian, school, and community.

Pursuant to federal law, the district will develop jointly with, agree on with, and distribute to the parent or guardian of children participating in the Title I program a written parent or guardian involvement policy.

At the required annual meeting of Title I parents or guardians, the parent or guardian will have opportunities to participate in the design, development, operation, and evaluation of the program for the next school year. Proposed activities shall be presented to fulfill the requirements

necessary to address the requirements of parental or custodial involvement.

In addition to the required annual meeting, at least three (3) additional meetings shall be held, at various times of the day and/or evenings, for the parent or guardian of children participating in the Title I program. These meetings shall be convened by the building administrator of each Title I school to provide the parent or guardian with:

- information about programs provided under Title I;
- a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
- opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
- the opportunity to bring parent or guardian comments, if they are dissatisfied with the school's Title I program, to the district level.

Title I funding, if sufficient, may be used to facilitate parent or guardian attendance at meetings through payment of transportation and childcare costs.

The parent or guardian of children identified to participate in Title I programs shall receive from the school Principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided.

Community Relations

Participation by the Public

TITLE I PARENT INVOLVEMENT (continued) 1235

Opportunities will be provided for the parent or guardian to meet with the classroom and Title I teachers to discuss their child's progress. Parents or guardians will also receive guidance as to how they can assist in the education of their children at home.

Each school in the district receiving Title I funds shall develop, jointly with the parent or guardian of children served in the program, a "School-Parent Compact" outlining the manner in which the parent or guardian, school staff, and students share the responsibility for improved student academic achievement in meeting State standards.

The "School-Parent Compact" shall:

- describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the State's academic achievement standards;

- indicate the ways in which each parent or guardian will be responsible for supporting their child's learning, such as monitoring attendance, homework completion, and television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their child's education and positive use of extra-curricular time; and

- address the importance of on-going parent-teacher communication with, at a minimum, parent-teacher conferences, frequent reports to the parent or guardian, and reasonable access to staff.

Legal Reference: Improving America's Schools Act, PL 103-382, Sec. 1112 Local Education Agency Plans

Improving America's Schools Act (IASA), PL 103-382
PL 107-110 "No Child Left Behind Act of 2001," Title I - Improving the Academic Achievement of the Disadvantaged, Sec. 1118

Approved 8/27/04

Community Relations

Participation by the Public

VISITS TO THE SCHOOLS 1240

The Board and staff of the school district welcome and encourage parents or guardians, members of the community, and other interested persons to visit the schools. To preserve the security of the schools, all visitors must check in at the main office where they shall be given whatever information or assistance is required. All visitors are required to wear school-provided identification badges for the duration of their visit.

Legal Reference: Connecticut General Statutes
10-151b Evaluation by superintendents of certain educational personnel
53a-185 Loitering in or about school grounds: class c misdemeanor

Approved 8/27/04

Board of Education
Community Relations Policy Guide

Participation by the Public

ADMINSITRATIVE REGULATIONS ON
VISITS TO THE SCHOOLS **1240AR**

Visitor Protocols

Definition:
For the purposes of this administrative regulation a **visitor** shall be defined as any person entering a school facility during normal school hours other than:

- A student who attends that facility
- A member of that school's staff and faculty (Wearing a Blue or Green ID Badge)*
- Central Office Employees with assigned duties at the school facility (Wearing a Red ID Badge)*
- Multi-site Employees with assigned duties at the school facility (Wearing a Red ID Badge) *
- Maintenance Department Employees (Wearing a Red ID Badge)*
- Uniformed Police or Fire Department personnel in performance of their assigned duties

***SEE POLICY #3564 & 3564AR FOR IDENTIFICATION BADGES POLICY AND REGULATIONS**

All visitors shall:

1. Enter building at location designated by the school administration
2. Go to the Main Office
3. Sign in the Visitors Log Book (Visitor name, Purpose of visit, Person visiting)
4. Be issued a Visitors ID Badge with date of visit

5. Visitors shall sign out at the end of their visit

Visitors entering the building at locations other than the designated visitors' entrance shall be:

1. Stopped by staff
2. Asked to identify themselves by name
3. Asked their purpose for being in the building
4. Directed by staff:
    a. out of the building and to use the designated entrance
    b. to the Main Office (if warranted by proximity to the Main Office)

Board of Education
Policy Guide

THE STAFF MEMBER SHALL CALL THE MAIN OFFICE WHEN THEY ARE UNABLE TO VISUALLY VERIFY THE VISTOR HAS EXITED THE BUILDING OR ENTERED THE MAIN OFFICE

Visitors who refuse to identify themselves shall be considered trespassers.

Staff shall:

1. Direct them to leave the building
2. Call the Main Office
3. The Principal or his/her designee upon evaluation of the situation may:
    a. call the Police
    b. call Central Office
4. Consider locking down building

Special Exceptions to the above:

Special Events (Plays, Concerts, Award Ceremonies, etc…)

When a special event is planned which will attract large numbers of visitors so as to make the sign-in procedures impractical, the school administration shall designate and mark the appropriate path to the event location (auditorium, APR, gym, media center etc…). Appropriate staff shall be assigned to direct visitor(s) to the event location.

Deliveries

School staff that is expecting the delivery of a package(s) should notify the Main Office. Packages are not to be delivered directly to the staff. All packages shall be delivered to a location as determined by the school administration.

A sign-in log shall be maintained for deliveries required for building operations (such as food, fuel, etc.) to locations other than the Main Office.

Students are not expected to receive mail and/or packages at school. Mail and/or packages for students are to be refused unless prior arrangements have been approved by the school principal.

Operations

Maintenance Department Employees (Wearing a Red ID Badge) shall notify the school administration of their presence within the school facility.

Board of Education
Policy Guide

Other Board of Education employees (Wearing a Red ID Badge) without assigned duties at the school facility shall:

1. Enter building at location designated by the school administration
2. Go to the Main Office
3. Sign in the Visitors Log Book (Visitor Name, Purpose of Visit, Person Visiting)
4. Sign out at the end of their visit

Board of Education members (Wearing a Red ID Badge) shall:

1. Enter building at location designated by the school administration
2. Go to the Main Office
3. Sign in the Visitors Log Book (Visitor Name, Purpose of Visit, Person Visiting)
4. Sign out at the end of their visit

8/28/2006
Revised 1/29/2007

Community Relations

ACTIVITIES INVOLVING THE PUBLIC AND SCHOOL PERSONNEL 1300

COMPLAINTS 1311

It is the policy of the Board of Education to hear all complaints in a manner that conforms with procedures prescribed by the Connecticut General Statutes.

General Concerns

Concerns about school policy, practices, or procedures may be brought to the Board during the "Hearing of Citizens" portion of all regular meetings.

Complaint to Board Member

If a complaint is made to individual Board Members, the person making the complaint shall be referred to the proper administrator and informed that the matter may be referred to the Superintendent if the complainant does not agree with the initial decision.

Formal Complaint

A formal complaint may be submitted to the Board in writing detailing the problem and the steps taken to resolve it through administrative channels.

When the Board is asked to consider a complaint concerning policy, practices, or procedures, the Board will decide either to hold a special meeting or include the item on an upcoming agenda, and will notify the complainant(s) and other interested parties of the date and time of the review.

The Board will consider complaints about personnel but are constrained by Statutes from doing so in a public meeting and without protecting the rights of the individual concerned.

When the Board is asked to consider a complaint concerning personnel, the Board will review the matter with the Superintendent who will, in turn, report to the Board on any action that may result.

Legal Reference: *Keyishian v. Board of Regents* 385 US 589,603 (1967)

President's Council, District 25 v. Community School Board No. 25 457 F2d

289 (1972) cert. Denied 409 US 998 (1976)

Approved 8/27/04

Community Relations

Activities Involving the Public and School Personnel

GIFTS 1312

Other than student-made and/or inexpensive tokens of student esteem, gifts given to school personnel by the parent or guardian are discouraged.

All members and employees of the Board of Education are prohibited from accepting gifts from any person(s) or organization(s) doing or planning to do business with the Fairfield Public Schools.

Legal Reference: Connecticut General Statutes 7-479 Conflicts of interest

Approved 8/27/04

Community Relations

ACTIVITIES INVOLVING RELATIONS BETWEEN PUBLIC AND STUDENTS 1400

DIRECTORY INFORMATION 1410

“Directory Information” in the Fairfield Public Schools is defined as the following:

- student’s name;
- address; and
- telephone number.

Military recruiters or institutions of higher learning shall have access to secondary school students' names, addresses, and telephone listings unless the parent or guardian of the student or the student himself (if he has reached the age of maturity) requests that such information not be released without prior written consent. The Superintendent or designee shall annually notify the parent or guardian of the option to make such a request and shall comply with any request received.

Legal Reference: Connecticut General Statutes
1-210 (11) Access to public records. Exempt records.
10-221b Boards of education to establish written uniform policy re treatment of recruiters
PL 106-398, 2000 H.R. 4205: The National Defense Authorization Act for Fiscal Year 2001
PL 107-110 "No Child Left Behind Act" Title IX, Sec. 9528

CREF 5541

Approved 8/27/04

Community Relations

Activities Involving Relations Between Public and Students

RELOCATION NOTICE 1420

The Fairfield Public School System provides services to ensure students, parents or guardians, and other persons access to meetings, programs, and activities. The School System will relocate programs in order to ensure accessibility of the programs and activities to disabled persons. To make arrangements please contact:

Andrea Leonardi, Director
Special Education and Special Programs
501 Kings Highway East
Fairfield, CT 06825
(203) 255-8379

The district agrees to disseminate this relocation policy notice by posting it on bulletin boards

throughout the schools for students, staff, and the general public; provide the information in any student or staff handbook(s) or orientation material; and place the policy in district advertisements.

Approved 8/27/04

Community Relations

Activities Involving Relations Between Public and Students

ADMINISTRATIVE REGULATIONS ON
RELOCATION NOTICE 1420AR

The Fairfield Public Schools will include a statement in the notice of each school system activity or meeting stating that it is our practice to provide accommodations for persons with disabilities.

8/27/04

Community Relations

Activities Involving Relations Between Public and Students

PUBLIC PERFORMANCES BY STUDENTS 1430

Participation by students representing any school or any school activity in any public function or activity must have approval of the school administration. While participating in these public functions, the students are under the jurisdiction of the school authorities. Students may not participate in public functions where alcohol is served.

Approved 8/27/04

Community Relations

Activities Involving Relations Between Public and Students

TELEVISION AND RADIO BROADCASTS 1440

The Board of Education states as a matter of general principle that television and radio broadcasts of public performances by students, including athletic events, are approved only when such telecasts and broadcasts are in the public interest. All such rights shall be granted in accordance with procedures to be established by the Board of Education and the school administration.

The Board of Education delegates to the Superintendent of Schools or designee the authority to act on all requests for permission to broadcast school events over radio and television.

It is essential that school authorities reserve the right to approve all sponsors to make certain that sponsorship does not include firms supplying goods or services inappropriate to school events.

Approved 8/27/04

Community Relations

Activities Involving Relations Between Public and Students

CONTESTS FOR STUDENTS 1450

The Superintendent or designee must approve all requests for participation of students in contests sponsored by non-school related groups.

Approved 8/27/04

Community Relations

Activities Involving Relations Between Public and Students

SOLICITING FUNDS FROM STUDENTS 1460

Non-School Sponsored

Non-school sponsored organizations are discouraged from the solicitation of funds and the sale of goods or services to students on school premises. Any such activity must have prior approval of the Superintendent of Schools or designee.

School Sponsored

Fund-raising activities by school-sponsored organizations are permissible providing such activity is not disruptive to the orderly process of education and management of the schools.

Approved 8/27/04

Community Relations

Activities Involving Relations Between Public and Students

SURVEYS OF STUDENTS 1470

Surveys can be a valuable resource for schools and communities in determining student needs for educational services. When a survey is used, every effort should be made to ask questions in a neutral manner to ensure the accuracy of the survey.

Administrators, teachers, other staff members, and the Board of Education may use surveys for many purposes. Such purposes may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or units. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys used in any experimental program or research project will be subject to the requirements of Policy 5535 Research Involving Students. Parents or guardians shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation.

Any survey that includes references to any of the factors listed below must receive Board of Education approval prior to being administered. In addition, no student may, without parental or custodial consent, take part in a survey, analysis, or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or the student's parent or guardian;
- mental or psychological problems of the student or the student's family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, and demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
- religious practices, affiliations, or beliefs of the student or the student's parent or guardian.

Community Relations

Activities Involving Relations Between Public and Students

SURVEYS OF STUDENTS (continued) 1470

Surveys conducted for other agencies, organizations, or individuals must have the recommendation of the Superintendent of Schools and the approval of the Board of Education as to content and purpose. The results of such approved surveys must be shared with the Board of Education.

Parents or guardians shall have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student.

Survey results must be shared with all parties who request such information.

Parents, guardians or students eighteen (18) or older, have the right to opt the student out of participation in the collection, disclosure, and use of personal information gathered from students

for the purpose of marketing or selling that information. This opt-out notification must be provided by the parent or guardian in writing.

Parents or guardians shall be notified of this policy at the beginning of the school year and when enrolling students for the first time in district schools.

CREF 6421

Approved 8/27/04

Community Relations

USE OF SCHOOL FACILITIES 1500

COMMUNITY USE OF SCHOOL FACILITIES 1510

Since school buildings and grounds are public property, the Board of Education may make them available for purposes other than education when they are not in use for school purposes.

School buildings and grounds shall be open for use by the public subject to such regulations as shall from time to time be established by the administration. The Reservation Office, 255-8374, may be contacted for a copy of the current regulations.

Such use shall not interfere with the educational program of the school, and representatives of the public using the school property shall ensure its reasonable use.

Legal Reference: Connecticut General Statutes
10-239 Use of school facilities for other purposes
PA 97-290 An Act Enhancing Educational Choices and Opportunities

CREF 3551

Approved 8/27/04

Community Relations

Use of School Facilities

ELIGIBILITY 1520

The Board of Education shall grant the use of school facilities for activities of an educational, cultural, civic, social, recreational, governmental, or general political nature, which are sponsored by responsible local persons, organizations, agencies, or institutions, as permitted by law and subject to the current Administrative Regulations for facilities use.

Approved 8/27/04

Community Relations

Use of School Facilities

COMMUNITY SCHOOLS 1530

The Fairfield Board of Education encourages before and after school programs for all students. These programs shall complement the K-12 school program by providing cultural enrichment, recreational, and social activities.

The Board of Education delegates all matters pertaining to such programs to the building administrator. When such programs are provided or sponsored by the Fairfield Public Schools the building administrator shall determine the compensation, if any, to be paid based on appropriate contracts and under the supervision of the Human Resources Department.

While students may be charged fees to participate in these programs, no student is to be denied access to any program due to financial hardship.

Approved 8/27/04

Community Relations

Use of School Facilities

ALCOHOLIC BEVERAGE CONSUMPTION 1540

Alcoholic beverages are prohibited on school grounds.

Approved 8/27/04

Community Relations

COMMUNITY RESOURCES 1600

The Board encourages the staff to work with a wide range of community organizations to provide appropriate referrals for the health and well-being of children and families.

Approved 8/27/04

[1]

Title I is part of the Federal Elementary and Secondary Education Act (ESEA). It provides funds to school districts based on poverty data which is determined by the number of district students who are eligible for free or reduced-price lunch. The schools with the highest poverty data receive Title I funding for supplementary services to students needing additional educational support.